



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10009

ISSUANCE DATE: December 02, 2018
CLOSING DATE/TIME: December 16, 2018 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Development Program Specialist (Database Management) FSN-10 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** 72030619R10009
- 2. ISSUANCE DATE:** December 02, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 16, 2018
no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Development Program Specialist (Database Management) -
(Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-10 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The incumbent works as a member of the Monitoring, Evaluation and Learning (MEL) Team, and will be instrumental in advising, managing, strengthening, and leading the development and operation of USAID/Afghanistan database and knowledge management systems and platforms. This includes overall management of all knowledge management and database systems, as well as taking leadership roles with activities to include Performance Monitoring Mission Order compliance, management of performance management tools and systems (Afghan Info, Monitoring Capture Tools), and developing and providing innovative data reports and visualizations based on customer needs.

The incumbent is expected to advance all Mission data and information capture system efforts. Knowledge management leadership requires engaging key internal and external stakeholders such as Mission leadership, USAID/Afghanistan staff, implementing partners, the USAID Afghan Info software development team based in Washington, DC, and Agency coordination teams (including the Management Bureau's Office of the Chief Information Officer) for system consolidation. The incumbent supervises and oversees assessments of data processes and systems to

streamline mission workflows, and identify and further advance strategies which integrate USAID/Afghanistan knowledge management processes with the Mission's Collaboration, Learning, and Adapting (CLA) approach. The incumbent's engagement will inform recommendations and actions for the overall MEL team, of which the incumbent will guide with his/her expert knowledge. The incumbent also mentors and plans activities that build the capacity of other MEL team members to lead the Mission in data collection, knowledge management, and utilization. The incumbent guides the design and implementation of the Mission's data management strategies for both technical projects and other enterprise data initiatives. The incumbent will be based in Kabul, Afghanistan, and reports to and is supervised by the Deputy MEL Team Lead.

2. Statement of Duties to be Performed

1) Support of the Office of Program and Project Development (OPPD) Data Unit;

The incumbent is responsible for managing and providing guidance on the Mission's overall knowledge management strategy and posture (to include how Afghanistan collects and utilizes information for programmatic decision-making). The incumbent is responsible for producing any office required briefing materials for Congressional delegations, senior USAID staff, Government of the Islamic Republic of Afghanistan officials, and others. These materials may need to include tables, text, graphs, diagrams, and/or maps. This requires advance data visualization expertise with common office tools such as Microsoft Excel and PowerPoint, cartographic software, and other industry standard software. The incumbent is also required to create reports on system usage, including identifying where information has not been updated and ensuring accountability of data being entered into Mission data management tools. The incumbent also provides input into the Mission's overarching data collection strategy, by providing technical insight and recommendations. The incumbent will be required to quickly understand complex technical subjects and quickly develop data management strategies to support effective oversight and management. As part of this effort, the incumbent serves as the technical leader in ensuring Mission compliance with the Agency's open data policy.

2) Oversight and management of the current (and future) data management platforms, systems, and tools;

The incumbent participates on all data management initiatives, processes, and strategies; guide and direct the data team in providing data quality assurance for the Mission's multiple data systems and sources (Afghan Info, Monitoring Capture Tools, GPS data sets, etc), and provide oversight and guidance in the construction of USAID/Afghanistan's new, web-based, monitoring capture module.

The incumbent manages a broad range of responsibilities with regard to USAID/Afghanistan's data and knowledge management posture. The incumbent is responsible for building and managing USAID's performance management database, which houses all performance data on over 120 active USAID/Afghanistan activities (and also stores historical data on closed activities. As the system administrator, the incumbent holds significant responsibility in managing the Mission's overall performance management data.

3) Management of all core knowledge and data management processes and procedures as they relate to monitoring, evaluation, and learning for USAID/Afghanistan programs;

The incumbent, as the primary focal person on data management for USAID/Afghanistan, provides guidance and counsel in developing (and implementing) the Mission's CLA and Learning strategy, particularly as it relates to data and knowledge management. The incumbent attends CLA working group meetings, and assist OPPD in implementing a robust learning agenda which incorporates and considers the utilization of Monitoring and Evaluation (M&E) findings, and utilization of existing and potential data/knowledge management tools.

4) Advance the data and knowledge management efforts of USAID/Afghanistan, including all existing and future initiatives;

The incumbent, as a member of the MEL Team, is responsible for managing, strengthening, and leading the development and operation of USAID/Afghanistan database and knowledge management systems. This includes overall management of the Afghan Info system, but additionally includes the management of new knowledge management initiatives / activities to include Performance Monitoring Mission Order compliance, Monitoring Capture Tool (MCT) management, among possible others, and training for these platforms.

The incumbent engages in data processes and systems to streamline mission workflows, and identify and further advance strategies which integrate USAID/Afghanistan knowledge management processes with the Mission's Collaboration, Learning, and Adapting (CLA) approach. The incumbents' engagement will inform recommendations and actions of the overall MEL team, of which the incumbent will guide with their expert knowledge. The incumbent also mentors and plan activities that build the capacity of other team members to lead the Mission in data collection and knowledge management. The incumbent guides the design and implementation of the Mission's data management strategies for both technical projects and other enterprise data. Advise and provide thought leadership to MEL and OPPD management on emerging Agency, United States Government (USG), and private sector trends related to data and knowledge management best practices.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent is under the overall administrative and technical supervision of the Deputy Program Officer for MEL. Due to the nature of this position, minimal technical supervisory guidance is needed in the day to day work execution.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in business administration, economics, statistics, management information systems, information technology, business analytics, or management studies is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of five (5) years of demonstrated experience in conducting statistical data/information analysis and synthesis large amounts of data across several technical systems, managing information and relational database systems, data mining, qualitative and quantitative data analysis and presentation with international donors, governmental/non-governmental bilateral or multilateral organizations is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** Knowledge of project management tools and practices and advanced planning and programming skills is required. The ability to identify, analyze, and evaluate a variety of data, and organize and present information in concise written and oral form is vital.

The incumbent must have a good understanding of international aid and strong knowledge of Afghanistan's regions, to include provincial, district, and village-level understanding. The candidate should have demonstrated knowledge of monitoring and evaluation concepts, principles, practices and

standards. The incumbent is required to have the ability to establish and maintain contacts with implementing partners, interagency colleagues, and Washington-based stakeholders from the data community. The incumbent must be competent in the use of Microsoft Office Suite, data bases relevant to M&E, and data visualization software. Demonstrated ability to make presentations logically and persuasively to USG officials, Government of Afghanistan officials, and USAID implementing partners is needed. The incumbent is required to write comprehensive quarterly reports for USAID leadership. During open forums where dissenting views are expressed, the incumbent must be able to influence dissenters to consider regional characteristics and best practices into programming by presenting facts and figures effectively through use of data.

- e. **Skills and Abilities:** The incumbent is required to work closely with all USAID technical teams, including Washington, DC-based software development staff, field staff, implementing partners, and Afghan officials on USAID/Afghanistan data and knowledge management issues. The incumbent must be able to analyze and solve complex problems independently while still working as a member of a team. The incumbent must have a good understanding of information within the discipline or managing significant operations. The incumbent must be able to understand and convey technical matters across political and operational environments of the government to local officials. The incumbent must be able to give detailed and elaborate analyses of USAID programming in Afghanistan as well as lessons derived from this programming to USAID colleagues and leadership. The incumbent will be required to handle many overlapping tasks with changing priorities due to heavy disruption. The incumbent must demonstrate a high level of diplomatic and interpersonal skills. Incumbent must have excellent writing skills specifically in the independent analysis, interpretation, and presentation of complex data in precise, accurate, clear and complete written formats.

III. **EVALUATION AND SELECTION FACTORS**

- | | |
|------------------------|-------------------|
| • Work Experience | 40 points |
| • Knowledge | 30 points |
| • Skills and Abilities | 30 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. **PRESENTING AN OFFER**

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Development Program Specialist (Database Management) FSN-10 (72030619R10009).**

Offers must be received by the closing date and time specified in **Section I, item 3**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.**-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without

regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.